**Virginia Land Conservation Foundation Grant Program**

 **Office of the Secretary of Natural Resources**

**GRANT APPLICATION 2021 (FY2022)**

The maximum application length is 50 PAGES that includes:

1) The Application Information

2) The Application Narrative Write Up

3) Required Items (i.e. maps, photos, comprehensive plan pages, letters, and resolutions)

\* An optional Appendix may include other additional items (beyond the 50 page max. length)

**PLEASE USE THE APPLICATION FORMAT WE HAVE PROVIDED**

* For a list of items required in a complete application, see Appendix A of the grant manual.
* Be sure to refer to Appendix B of the grant manual to ensure your application addresses all of the scoring criteria for your chosen category and the Additional Scoring Criteria.
1. **Applicant and Project Information**

Applicant:

Contact Person: Title:

Address:

Phone: Email:

Type of Applicant*:* [ ]  Locality [ ]  State agency [ ]  Nonprofit

For nonprofit entity, number of years office maintained in Virginia:

Project location (county/city/town):

Total acres to be protected: Tax Parcel Number(s):

Virginia House District #: Virginia Senate District #: Congressional District #:

Project Name:

(*Reminder: do not use landowner’s name without their permission as a press release will be issued listing all projects by name*)

Street address of the Project (No P.O. Box):

Current fee owner of the property:

Project Specifics: *(click to place an X in the box for* ***all*** *statements below that apply)*

[ ]  Fee-simple acquisition by the grant applicant

[ ]  Fee-simple acquisition by entity other than the grant applicant

 Name of entity acquiring land:

[ ]  Easement to be held by the grant applicant

[ ]  Easement to be held by an entity other than the grant applicant

 Name of entity holding easement:

[ ]  Other *(describe briefly here)(additional info can be provided later in the application):*

Does the property fall within one or more layers of ConserveVirginia? (*click all that apply*)

[ ]  Agriculture [ ]  Natural Habitat and Ecosystem Diversity

[ ]  Forestry [ ]  Floodplains and Flooding Resilience

[ ]  Cultural and Historic [ ]  Scenic Preservation

[ ]  Protected Landscapes Resilience [ ]  Water Quality

Primary VLCF Application Category: *(choose only one)*

[ ]  Farmlands [ ]  Forest Preservation

[ ]  Historic Area Preservation

[ ]  Natural Area Preservation

[ ]  Open Space & Parks

Secondary Category: *(choose only one)* (2nd category is not required, but recommended. Please provide a brief explanation of how the project meets the criteria of the secondary category in the Narrative Project Information section below.)

[ ]  Farmlands [ ]  Forestland Preservation

[ ]  Historic Area Preservation

[ ]  Natural Area Preservation

[ ]  Open Space & Parks

Grant Request:

Total Grant Request: $

Total Project Cost: $

1. **Brief Project Description (200 words or less)**

Please provide immediately below a brief summary of your proposed land conservation project. Include project name, grant category, locality, acreage, land use, conservation values, partners, etc. This summary will be used to provide an introduction of your project to the interagency task force and the VLCF Board. *(Not to exceed 200 words. The opportunity for a more in-depth description of the project is provided later in the application in the Narrative Project Information section.*)

1. **General Project Information**

A. Public Access:

[ ]  Public access will be allowed 365 days per year

[ ]  Public access will be allowed 180 to 364 days per year

[ ]  Public access will be allowed 1 to 179 days per year

[ ]  Property provides demonstrated visual access (e.g., adjacency to scenic rivers)

[ ]  No public access

If public access is being provided, describe the Recreation Access Model Identified Need (aquatic and terrestrial layers) as requested in the Additional Scoring Criteria:

B. Has the landowner presented evidence of sufficient legal and physical access to the property adequate for the intended use of the property and for site monitoring?

[ ]  Yes [ ]  No

If yes, describe the access:

C. Is the project adjacent to other protected conservation lands, including land under conservation easement or publicly-owned land? (Show this adjacency on the required aerial photo and topo map)

[ ]  Yes [ ]  No

If yes, identify the ownership or use of the adjacent land? (e.g. private property under easement, national forest, state or local park)

D. State below the length of all shorelines, rivers, perennial streams, and water bodies with perennial outflow that are present on or border the project. Indicate the planned width of the required vegetated riparian buffer on these water features. This buffer width will be required in the recorded legal instrument for the project.

 Shoreline linear footage:

 Perennial stream linear footage:

 Wetlands:

 Other:

 Planned riparian buffer width (i.e. 35’, 50’, 100’):

 Will the riparian buffer be forested? [ ]  Yes [ ]  No

E. Does the project meet a specific recreational or resource conservation need identified in the *2018 Virginia Outdoors Plan*?

[ ]  Yes [ ]  No

Recreational need?

[ ]  Yes [ ]  No

If yes, provide the *VOP* page number:

Resource conservation need?

[ ]  Yes [ ]  No

If yes, provide the *VOP* page number:

F. Does the project align with or contribute to a local or regional plan for parks, open space, and recreational facilities, or contribute to the protection of a documented conservation corridor?

[ ]  Yes [ ]  No

If yes, give the name of the plan:

Please include in the Required Letters and Documents section below, the relevant pages from the plan - *only the relevant pages,* ***not the entire plan*.**

G. Does the project meet a specific goal in the local comprehensive plan?

[ ]  Yes [ ]  No

If yes, include in the Required Letters and Documents section below the relevant pages from the plan only- ***not the entire comprehensive plan*.**

H. Does the project offer protection of a Local Cultural Resource? See page 28 of the grant manual for examples.

[ ]  Yes [ ]  No

If yes, give the name of the site here and provide pictures in the Project Photos section below.

(Also, describe fully the site and the resources to be protected in the Narrative Project Information section below.)

I. Does the project intersect ConserveVirginia layers in addition to the Primary VLCF Application Category for your project?

Yes [ ]  No [ ]

If yes, is the landowner agreeable to language being inserted in the deed for the project that will protect the associated resources in order to be awarded additional points for each confirmed intersecting layer?

Yes [ ]  No [ ]

1. **Specific Category Questions for Farmlands, Forestlands, or Historic Preservation ONLY (Others skip to Number 5)**

**Information for Farmlands category projects only:**

FA1. Does the property have, or has the owner begun the process of obtaining, a farm-management plan that specifies Best Management Practices (BMP) that will be implemented in the normal operation of this farm?

[ ]  Yes [ ]  No

If yes, please list the type of farm management plans that will be followed (examples: conservation plan, nutrient management plan, resource management plan, etc.):

Attach either a summary of each management plan or a full copy of each management plan.

FA2. Have Best Management Practices (BMPs) been implemented on the farm?

[ ]  Yes [ ]  No

If yes, describe what practices are being utilized on the farm:

FA3. State the percentage of the property that contain the following soils:

Prime farmland:

Unique farmland:

Important farmland:

FA4. Is the property currently being farmed?

[ ]  Yes [ ]  No

FA5. Is the property a designated Century Farm?

[ ]  Yes [ ]  No

If so, what year was it certified?

FA6. Is the farm protected by any local farmland protection policies? (*check all that apply*)

[ ]  Ag zoning [ ]  Ag/Forestal District [ ]  Use value taxation

**Information for Forestlands category projects only:**

FO1. Forested acreage of the property:

FO2. State the percentage of the forested portion of the property the project will preserve in perpetuity. %

Note: The fee or easement deed for the property must include language requiring this percentage of the property to remain in forest use in perpetuity. If you will reforest a portion of the property and then maintain it in forest in perpetuity, you can include it in the percentage.

FO3. What is the length of intermittent streams on the property?

FO4. Is there a written forest stewardship management plan (or equivalent) for the property?

[ ]  Yes [ ]  No

If yes, attach a copy of the plan and describe how the recommendations of the plan are being implemented to achieve forest management goals.

**Information for Historic Area Preservation category projects only:**

H1. Is the property listed on the Virginia Landmarks Register, either individually or as a contributing resource in a listed historic district? [ ]  Yes [ ]  No

If yes, attach in the appendix the **first page only** of the applicable nomination form.

H2. Has the property been found eligible for listing by DHR on the Virginia Landmarks Register? [ ]  Yes [ ]  No

If yes, attach in the appendix a copy of the Preliminary Information Form.

H3. Is the property a Virginia battlefield identified with a priority rating in one of the following reports issued by the National Park Service’s American Battlefield Protection Program: “Report on the Nation’s Civil War Battlefields” (1993, as amended), or “Report to Congress on the Historic Preservation of Revolutionary War and War of 1812 Sites in the United States,” (2007, as amended)? [ ]  Yes [ ]  No

If yes, attach in the appendix a map showing the battlefield boundaries.

1. **Project Budget Information**

Expected Appraised Value of the fee or easement: $

Expected Due Diligence Costs (itemize below):

Legal Fees:

Survey Cost:

Appraisal Cost:

Title Search and Title Insurance:

Recordation Costs:

Environmental Site Assessment Cost:

Other Costs (explain):

TOTAL Expected Due Diligence Costs: $

TOTAL PROJECT COST (Appraised Value + Due Diligence Costs): $

1. **Description of Match**

Has any match for the project already been determined (other grants, landowner donation, governmental resolution, etc)? Yes [ ]  No [ ]

Describe immediately below other sources of match that have been committed to the project, such as the expected value of any fee or easement donation by the landowner:

*Please note that applicant must have grant match in hand or provide a letter of matching-funds commitment in the form letter provided in Appendix C of the grant manual****.***

1. **Maps and ConserveVirginia**
2. Insert immediately below an aerial map to show the geographic location of the project. The map should show the shape of the planned project in relation to adjacent/nearby conserved lands.
3. Insert immediately below a topographic map for the project. The map should show the shape of the planned project in relation to adjacent/nearby conserved lands. (DO NOT insert the entire topographic quad map available from the US Geological Survey. Instead, show your project area on the USA Topo Maps basemap found in the Natural Heritage Data Explorer located at <https://vanhde.org/>)
4. Insert immediately below screenshots of ConserveVirginia layers that intersect your project.
5. **Project Photos**

Insert immediately below at least three photographs that highlight the conservation values being conserved by the project.

1. **Required Letters/Documents**

Insert each document under its heading below.

1. Landowner Letter or notice of intent to sell
2. Public Body Letter (for nonprofit applicants only)
3. Required Match Letter (if required match is not confirmed)
4. Letters and resolutions that confirm match amounts
5. Relevant pages from local comprehensive plan and regional plans
6. **Narrative Project Information**

Provide more details of the project and fully describe how elements of the project meet the VLCF grant criteria for the chosen category and the Additional Scoring Criteria found in Appendix B of the grant manual. Keep in mind the 50-page maximum for the application. This will assist the review panel in understanding the scope of the project and in scoring the application.

* Describe the objectives and need for grant assistance.
* Provide a detailed description of how the project meets specific criteria of the grant category under which the application is made.
* If applicable, state how the project provides significant benefits for your chosen secondary category.
* Include an assessment of property market value to substantiate the project cost and grant request. Although final appraisals are not required at the time of application, submission of a preliminary appraisal is helpful.
* Identify the expected results and benefits the proposal will have.
* Describe how the project is consistent with or complements local and regional plans.
* Discuss any cultural resources found on the property that will be protected by the project, providing photographs or other documentation that authenticate the resources, and explain any planned education opportunities that will be made available for the public.
* HISTORIC APPLICATIONS - Applications submitted under the Historic Area Preservation Category must include the following three items: 1) description of future use(s) of the property; 2) description of the proposed treatment of the historic resources on the property; and 3) list or summary of proposed restrictions to be included in the easement based on DHR’s easement template.
* Describe the extent to which the project will protect water quality beyond the required 35’-wide vegetated buffers on perennial streams, rivers, shorelines, and waterbodies with perennial outflow. Include information about percentage of the forest canopy, degree of protection, and feet of water frontage buffered, with an indication of buffer width.
* Describe how the project will protect resources in perpetuity for any identified ConserveVirginia categories other than the primary application category.
* Provide information about how the project will benefit specific wildlife and their habitats, particularly Species of Greatest Conservation Need identified in Virginia’s Wildlife Action Plan or State or Federally listed threatened or endangered species. Indicate if public access will be available for viewing or hunting wildlife, or for fishing.
* Describe the degree to which the community where the project is located is underserved or socially vulnerable.
* For easement projects (or fee-acquisition projects with an associated required easement), provide a list or summary of the restrictions that will be included in the easement, including riparian buffer requirements, historic-resources protections (See Page 8 of Grant Manual for historic resource protection requirements), preservation of forest acreage, limitations on allowed development, etc.
* Discuss the landowner’s short-term and long-term management plans for the site.
* State the length of time that will be required to complete the project once the grant is approved.
* Identify any factors that might accelerate or delay the project.
1. **Appendix Items**

Optional items for the Appendix (NOT included in the 50-page maximum):

* Farm management plan
* Forest management plan
* Appraisal or pre-appraisal
* Letters of support for the project, and
* Other documents to support the application